



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 14, 2009

Jerry Torres, Director of Information Systems
Miyachi Unitek Corporation
1820 S. Myrtle Avenue
Monrovia, CA 91016

Dear Mr. Torres:

RE: FINAL MONITORING VISIT REPORT for MIYACHI UNITEK CORPORATION (ET08-0168)

Date of the Visit:	08/14/09
Beginning/Ending Time:	9:30 a.m. – 12:30 p.m.
Date of Last Visit:	07/18/08
Visit Location:	Monrovia
Persons in attendance:	Tina Carey, Director of Administrative Services, Miyachi Margarita M. Paccereilli, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	08/01/07 – 07/31/09	Agreement Amount:	\$49,680
Training Start Date:	08/01/07	No. to Retain:	46
Date Training must be Completed:	04/30/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

FINAL REPORT SUMMARY

At Ms. Carey's request, a final monitoring visit was conducted today to closeout this contract. It should be noted that ETP staff had been trying to get hold of Trinity Wedgworth, your project administrator, to check the status of this project. but there were no return calls. According to Ms. Carey, Ms. Wedgworth had been laid off.

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ETP (04/15/05)

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on September 21, 2007 and training began on August 1, 2007. Ms. Daley reported that all training was completed on November 7, 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – July 31, 2009.

Since the inception of this Agreement, ETP approved Modification No. 1, executed on September 25, 2007, which increased the maximum hours from 160 to 200. Based on a training assessment, your project staff reported that some trainees will need up to 200 hours of training. Since some trainees will need less training hours, no additional funds were requested.

This Modification also informed ETP that the former signatory has resigned from the company and that you replaced her as the new Agreement Signatory.

- **FINAL PROJECT STATISTICS**

This Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 24 and 200 class/lab training hours. There will be no reimbursement for any trainee who does not complete a minimum of 24 hours of training from the required curriculum.

Based on the data obtained from the ETP Online Tracking System, there are 34 trainees who met the minimum class/lab training hours with projected earnings of \$31,040.28 (62% of the Agreement amount). Your company has received \$30,237 in progress payments, therefore, your company will receive an additional total reimbursement of \$803, if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Daley was reminded that this Agreement ended in July 31, 2009. At this time, all active trainees must either be dropped or invoiced for final payment. By the terms of the agreement the final contract closeout should have been completed within 30 days of the end term date of the Agreement. Therefore, the final contract closeout invoice and associated documents must be submitted to ETP on or before the close of business on August 31, 2009.

- **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES**

When queried on the company's low completion rate, the Analyst was informed that the economy was a limiting factor for training. This year, the company laid off 20 employees and it shifted its focus into getting more business to keep the company afloat.

Although your company did not complete 100 percent, Ms. Daley stated that the training helped the company transition into the company's new Enterprise Resource Planning (ERP) system when it went live in September 2008.

Ms. Daley stated that her staff did not experience any problem with ETP record keeping and that ETP staff was very helpful in providing assistance in the administration of this project.

TRAINING RECORDS

Ms. Paccereilli conducted a random sampling of 10 trainees who completed training. Records reviewed validated the completion of the training hours required in this Agreement. Records show that these trainees completed between 24 and 137 class/lab training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at mpaccereilli@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Program Manager
North Hollywood Regional Office

Signature on file

Margarita M. Paccarelli, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Audits & Program Operations Division (via email)
Kulbir Mayall, Fiscal Manager (via email)
Master File
Project File

Date report mailed to Contractor 8/17/09